

THE COMMONWEALTH OF MASSACHUSETTS

Mass.: George Fingold Library, Boston.

ANNUAL REPORT

OF THE

TRUSTEES OF THE MASSACHUSETTS
STATE LIBRARY

KNOWN AND DESIGNATED AS THE

GEORGE FINGOLD LIBRARY

FOR THE

FISCAL YEAR ENDING

JUNE 30, 1962

STATE LIBRARY OF MASSACHUSETTS
12/31/62

STATE HOUSE, BOSTON

MASS. OFFICIALS

MASS. STATE
TO
OFFICIALS

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ANNUAL REPORT OF THE TRUSTEES

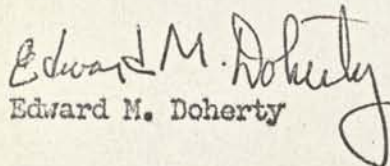
To the Honorable Senate and House of Representatives in the General Court
Assembled:

The Trustees of the State Library present this, their fifty-third annual report for the fiscal year ending June 30, 1962, under the provisions of Chapter 6, Section 37, of the General Laws (Ter. Ed.)

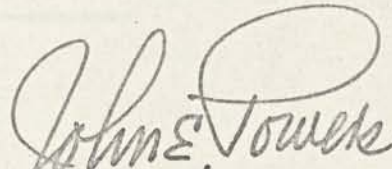
Dr. Daniel L. Marsh, owing to the transfer of his legal residence to Florida, submitted his resignation as a Trustee on June 5, 1962. Dr. Marsh began his twenty-two years of distinguished service on his appointment by Governor Leverett Saltonstall on June 12, 1940. He served continuously, being reappointed by Governors Tobin, Dever, Herter, Furcolo and Volpe. In 1941 he was elected Chairman of the Trustees of the State Library and as a result of successive re-elections continued to serve in that capacity until the day of his resignation.

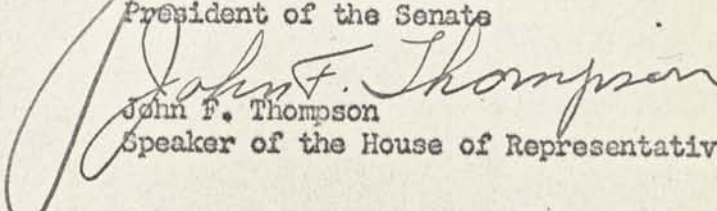
The Trustees transmit herewith the Librarian's report and incorporate it as part of this record.

Daniel L. Marsh, Chairman


Edward M. Doherty

Thomas H. D. Mahoney


John E. Powers
President of the Senate


John F. Thompson
Speaker of the House of Representatives

LIBRARIAN'S REPORT

I have the honor to submit the following report of the work done in the Massachusetts State Library during the year ending June 30, 1962.

Microfilms and Microfilming.

As a result of a special appropriation, the State Library purchased several items of basic equipment necessary for a modern library which wants to take advantage of material on microfilm and to produce its own material on microfilm:- (1) a Recordak Microfilm machine with an overhead camera capable of handling both 35 mm. and 16 mm. film; (2) a Documat Reader-Printer also capable of handling both 35 mm. and 16 mm. film; (3) a Recordak Film Reader capable of projecting the same film as the above pieces of equipment can handle; and (4) two cabinets for the storage of microfilm each capable of storing approximately 580 rolls of microfilm.

With the aid of the Recordak Microfilm Camera we have already begun microfilming selected new pamphlet material. After the film is developed, it is placed on aperture cards or in jackets, depending on the size of the pamphlet. With this camera we are also able to microfilm catalogued books and pamphlets without first reducing them to separate sheets of paper. Hitherto, such an operation had been necessary before we could reproduce any of our catalogued material on the automatic microfilm camera which has been the property of the State Library for some ten years.

The key purchase, in our opinion, for the State Library with respect to the use of microfilm was that of the Reader-Printer. Those users of the State Library for whom it was primarily established, the members of the Legislature and State Government officials, prefer to take material out of the Library instead of using it in the reading room. Therefore, until the State Library possessed a Reader-Printer it seemed inadvisable to have material on microfilm and thereby limit its use to the confines of the Library. Now, if a user wishes to have a copy of an article which appeared in a newspaper or in a book and which is on microfilm, we can supply it with the use of the Reader-Printer.

During this fiscal year we have begun to subscribe to THE CHRISTIAN SCIENCE MONITOR, THE RECORD AMERICAN AND SUNDAY ADVERTISER on microfilm. We now receive all the Boston newspapers on microfilm instead of binding the daily issues at the end of the month. In view of this fact, a new Reader and two new storage cabinets were purchased.

Publications.

Besides the microfilm equipment, the special appropriation enabled the State Library to purchase a mimeograph and an addressograph machine. This made it possible for us at once to publish and distribute the following valuable publications:

- (1) COMMONWEALTH OF MASSACHUSETTS PUBLICATIONS RECEIVED AT THE MASSACHUSETTS STATE LIBRARY.
- (2) SELECTED BOOKS AND GOVERNMENT PUBLICATIONS RECENTLY ACQUIRED AT THE MASSACHUSETTS STATE LIBRARY.

The first publication is issued monthly to members of the Legislature, Massachusetts State Officials, Library of Congress, state libraries of the other 49 states, and to selected public and University libraries in Massachusetts.

(This kind of checklist had never before been offered by Massachusetts, although most states do publish their own lists; its advent has been warmly welcomed, and new requests are arriving regularly.)

The second publication is issued approximately five times a year and is distributed to members of the Legislature and Massachusetts State Officials. Such publication and distribution bespeaks our expanding areas of interest and activity.

This year the State Library not only assisted the Legislative Research Bureau in revising the INDEX OF SPECIAL REPORTS AUTHORIZED BY THE GENERAL COURT, 1900-1961, but with the aid of the new mimeograph and addressograph machines shared the publishing and distributing responsibilities with the Bureau.

During the period from 1900 to 1905, the State Library of Ohio has been engaged in a systematic collection of books, pamphlets, and other printed matter, and has been successful in securing a large number of valuable works. The collection is now being arranged and catalogued, and will be made accessible to the public as soon as possible.

Publications

During the period from 1900 to 1905, the State Library of Ohio has been engaged in a systematic collection of books, pamphlets, and other printed matter, and has been successful in securing a large number of valuable works. The collection is now being arranged and catalogued, and will be made accessible to the public as soon as possible.

- (1) The collection of books, pamphlets, and other printed matter, and the arrangement and cataloguing of the same.
- (2) The collection of books, pamphlets, and other printed matter, and the arrangement and cataloguing of the same.

The first publication is a list of the books, pamphlets, and other printed matter, and the arrangement and cataloguing of the same. The second publication is a list of the books, pamphlets, and other printed matter, and the arrangement and cataloguing of the same.

The third publication is a list of the books, pamphlets, and other printed matter, and the arrangement and cataloguing of the same. The fourth publication is a list of the books, pamphlets, and other printed matter, and the arrangement and cataloguing of the same.

The fifth publication is a list of the books, pamphlets, and other printed matter, and the arrangement and cataloguing of the same. The sixth publication is a list of the books, pamphlets, and other printed matter, and the arrangement and cataloguing of the same.

Duplicating Service.

The State Library has been renting a Xerox 914 duplicating machine since December 1961. From that time until the end of the fiscal year June 30, 1962, approximately 45,000 prints were made. The bulk of these were duplicates of catalogued material. In this category were extra copies of the many state agencies' annual reports of which we receive but a single type-written copy. Before we were able to make economical copies of these reports, it had been necessary to limit their use to the reading rooms. Now, however, a State Official or member of the Legislature may take a copy to his home or office. This also means, of course, a more complete collection of various state documents preserved for future need. Mention should also be made here of the duplication of parts from books and pamphlets. Thus a user may have a copy of the material he needs, while the actual publication still remains in the Library for another's use.

We have also provided facilities for duplicating service of non-library material to members of the Legislature and State Agencies. In the case of such service to State Agencies, the State Library has made arrangements whereby the Agency concerned pays for the supplies necessary for the duplicating service.

Archives Vault of the State Library.

The top level vault of the new Archives facility, which was built especially for the State Library as a result of the former State Librarian Dr. Dennis A. Dooley's years of pleading before Massachusetts legislative committees, was ready for occupancy in July 1961. Although this vault is capable of holding approximately 30,000 volumes, the State Library was restricted as to the type of material to be housed in it, viz., that the Library would only store there copies of rare, valuable and irreplaceable books, maps, bound newspapers and historical documents. Naturally, the first document to be transferred was the Bradford Manuscript!

When the Archives Exhibition Room was opened to the public, the Bradford Manuscript was loaned to the Division of Archives so that it could be exhibited in that Room where it is still on exhibition. Among other items that have been transferred to the vault are (1) Original prints of Early Laws (2) Prints of Early Boston newspapers (1708-1780) (3) Early Legislative documents and (4) Early Directories of Boston and other cities. To date we have transferred approximately 20,000 volumes to the State Library Archives vault and are still engaged in the transfer project.

Historical Society Publications.

For the last two years, the Library has been making a new and strong effort to tidy up its files of New England Historical Society publications. While our holdings in this area in the past were quite good, they had been allowed to weaken in recent years. At this point, we have succeeded in filling in many of the missing areas, have added new serials from various groups concerned with local history, and are buying extensively (albeit within budget limitations) everything we can find on the subjects of Local History and Local Historical Societies. By now, our holdings here are fairly impressive.

Exhibitions.

Another new endeavor for us has been to promote the active use of our display case. Here we have been offering a frequently changing series of displays which feature our specific notable holdings on given subjects. In some cases, these are tied in with various Governor's Proclamations, such as in the case of Thanksgiving Day, Columbus Day, etc.; but, what has been found to be most popular with Library visitors and members of the Legislature has been a series of displays honoring the various Massachusetts cities and towns which were celebrating an Anniversary during 1962. Here we have worked with various local committees, making available to them whatever material we had of their own history, which frequently includes rare and unusual items; and the same material

has been most interesting when shown to the public in the display case. All in all, this endeavor has, we believe, worked out well. In addition, we are preparing another type of display: a panel screen which will show groupings of books under a given subject; our purpose here will be quietly to publicize various areas of the Library's significant holdings.

Housekeeping.

Excluding the State Library Archives vault, we have approximately eighteen miles of open shelves. Since we have only one person on our staff whose entire duties are concerned with housekeeping, over 800,000 volumes resting on these open shelves are not dusted more than once in ten years. And then, the dusting only occurs when a reference worker takes the volume to a user. Of all the enemies of books, such as dampness, dryness, insects, molds, etc., dust is the least harmful. Yet, dust affects more books at a given time than any of the others. We believe the time has come for a dusting and cleaning of all of our books from one end of the Library to the other, and for a program of regular attention.

Personnel.

Our justifiable pride and excitement over the acquisition of new equipment and progress along various hitherto untried lines of endeavor has been more than offset, however, by the deaths, retirement and resignation of four members of our staff whose combined service in the State Library amounted to more than eighty years. Reuben Levenson, Library Reference Assistant, Grade 11, who began his services on February 1, 1930, died at his home on the evening of December 5, 1961, shortly after being removed from the State Library where he became ill. Percy Allen, Helper, Grade 4, who was appointed on April 1, 1957, died in a hospital after a long illness. Earl Bailey, Supervisor of the State Library Annex, Grade 11, retired as of January 28, 1962, at the age of 70 under the compulsory retirement law. Miss Elizabeth Wright, Senior Library Assistant, Grade 9, who was with the State Library since November 15, 1945, resigned as of February 22, 1962,

to try her hand as a professional writer.

Pursuant to the policy of the Trustees of first looking to the staff for the possibility of promoting deserving persons before hiring from the outside, the following staff members were promoted: Mrs. Elizabeth R. Matkov, Senior Library Assistant, Grade 9, to Library Reference Assistant, Grade 11, on December 17, 1961; Diego Parla, Senior Library Assistant, Grade 9 to Supervisor of the State Library Annex, Grade 11, on January 28, 1962; Patrick J. Sullivan, Skilled Helper, Grade 7, to Senior Library Assistant, Grade 9, on December 17, 1961; Mrs. Helen McDonald, Junior Clerk, Grade 2, to Junior Library Assistant, Grade 7, on December 17, 1961; Stephen J. Sullivan, General Handyman, Grade 4, to Skilled Helper, Grade 7, on January 28, 1962.

The following new appointments were made: Paul Foley, General Handyman, Grade 4, on January 28, 1962; Charles J. Allen, Helper, Grade 4, on February 28, 1962; Miss Joan Stravinsky, Junior Clerk, Grade 2, on March 14, 1962; and Mrs. Eleanor Denning, Senior Library Assistant, Grade 9, on October 30, 1961.

MASSACHUSETTS STATE LIBRARY -- MAIN READING ROOM

Circulation
July 1961 - June 1962

<u>Reports</u>	<u>LAW</u>				<u>MISCELLANEOUS</u>		<u>Grand Total</u>
	<u>Texts</u>	<u>Total</u>	<u>Outside</u>		<u>Main Room</u>	<u>Outside</u>	
July	408	77	485	36	663	134	1,318
Aug.	495	59	554	55	605	102	1,316
Sept.	407	90	497	34	433	125	1,089
Oct.	890	164	1,054	45	707	173	1,979
Nov.	1,320	192	1,512	61	875	195	2,643
Dec.	707	153	860	37	933	178	2,008
Jan.	629	152	781	52	812	150	1,795
Feb.	782	182	964	56	949	121	2,090
Mar.	885	174	1,059	73	1,344	206	2,682
Apr.	591	136	727	44	1,195	178	2,144
May	499	222	721	48	717	201	1,687
June	380	75	455	33	814	101	1,403
<u>TOTAL</u>	<u>7,993</u>	<u>1,676</u>	<u>9,669</u>	<u>574</u>	<u>10,047</u>	<u>1,864</u>	<u>22,154</u>

GRAND TOTALS

1951-52	14,254
1952-53	12,776
1953-54	13,436
1954-55	14,374
1955-56	14,438
1956-57	14,353
1957-58	17,569
1958-59	19,991
1959-60	17,638
1960-61	17,882

TELEPHONE REFERENCE QUESTIONS

<u>Extension 603</u>	
July	177
Aug.	187
Sept.	169
Oct.	167
Nov.	206
Dec.	182
Jan.	199
Feb.	185
Mar.	269
Apr.	188
May	201
June	177
<u>TOTAL</u>	<u>2,307</u>

MASSACHUSETTS STATE LIBRARY
(George Fingold Library)

ANNUAL REPORT
July 1, 1961-June 30, 1962

ACCESSIONS

BOOKS

By purchase	1,402	
By Domestic Exchange	1,386	
By Foreign Exchange	76	
By Deposit from U.S. Government	1,777	
By Gifts	931	
Massachusetts State Publications	164	
	<u>5,736</u>	5,736

PAMPHLETS

By purchase	182	
By Domestic Exchange	3,207	
By Foreign Exchange	83	
By Deposit from U.S. Government	3,370	
By Gifts	945	
Massachusetts State Publications	1,208	
	<u>8,995</u>	8,995

MISCELLANEOUS ITEMS

Newspapers (printed)	18	
Newspapers (microfilm)	156	
U.S. Maps	197	
Other Maps	29	
Proclamations	212	
Posters	0	
Photos	8	
Microcards	0	
Microfilm (misc.)	26	
	<u>646</u>	646

TOTAL

15,377

Volumes and pams added to Old Catalogue .. 75

75

TOTAL

15,452

Previous Total

827,558

Total no. of Volumes and Pamphlets
accessioned (included in all Catalogues)

843,010

Reduction by loss	54	
Reduction by binding	960	
Reduction by microfilm (new cat.)	807	
Reduction by discarding (new cat.)	2,539	
Reduction by discarding (old cat.)	3	
Reduction by sale (price credit)	3,967	
	<u>8,323</u>	8,323

Total no. of Volumes and Pamphlets in the Library

June 30, 1961 (including 93,230 vols. and pams

in Law Collection

834,687

° Represents 26 film boxes added to total of 921 boxes.

ANNUAL REPORT
July 1, 1961-June 30, 1962

BOOKS CATALOGUED

Vols. and Pams represented in Main Card Catalogue from Dec. 1914 - June 1961	687,404	
New Vols., Pams., and microfilm added to catalogue during year	15,452	
Vols. and Pams. recatalogued during year	<u>2</u>	
TOTAL		702,858

° Loss reduction by binding, discarding, loss, sale,
and microfilming (in new cat.) 18,323

New TOTAL from Dec. 1914 - June 1962
(books in Main Catalogue) 694,535

° N.B. included is 3,967 vols. sold to
Kraus Periodicals on priced exchange.

CATALOGUE DEPARTMENT
Report for July 1, 1961 - June 30, 1962

CARD REPORT

<u>New Cards typed</u>	11,927
Itemized count	
No. of L.C. cards typed	6,200
No. of cards wholly typed	5,727
included in the above cards are:-	
Law Catalogue cards	213
Mass. Document cards	441
U.S. cards	3,316
White X-ref cards	110
Tan X-ref cards	62
Tabulation cards	740
 <u>CARDS CORRECTED, RETYPED OR ADDED TO</u> ..	 3,120

BOOK RECORD

BOOKS AND PAMPHLETS ACCESSIONED

	<u>VOLUMES</u>	<u>PAMPHLETS</u>
Itemized count		
General literature	999	759
American law	1,120	142
Foreign law	40	8
U.S. documents	1,784	3,367
Public documents	1,790	4,722
Proclamations	0	212
Maps (U.S.)	0	197
Maps (other)	0	29
Newspapers (print)	18	0
Newspapers (film)	156	0
Microfilm (misc.)	0	0
Photos	0	8
Posters	0	0
Microcards	0	0
	5,907	9,444

TOTAL	15,351
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CATALOGUE DEPARTMENT
July 1, 1961 - June 30, 1962

ANNUAL REPORT

CARD REPORT

Total no. of cards typed (typing record)		15,047
Total no. of new cards completed and revised (filing record) ...		11,927
The above included:		
Law subjects cards completed	213	
U.S. document cards completed	3,316	
No. of cards eliminated or condensed:-		
Dictionary	566	
Law	26	
U.S.	147	
	<hr/> 739	739
Total no. of cards, minus eliminations, added to Catalogue		11,188
Total no. of cards in Main Catalogue		1,111,601
Total no. of cards added to Micro Card file, 1961/62		0
Total no. of cards in Micro Card file - June 1962		1,472

COMMONWEALTH OF MASSACHUSETTS IN ACCOUNT WITH STATE LIBRARY

FINANCIAL STATEMENT, JULY 1, 1961 TO JUNE 30, 1962

	<u>Appropriation</u>	<u>Allotments</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Unencumbered Balance of Allotments</u>
			187,981.79 + 1,506.45*		
Personal Services & Expenses	\$193,545.00	193,520.00	189,488.24 (This total shown on Comptroller's Bureau Public Document #140.)		4,031.76

Income

0459-64-01-40 Sales	11.40
0459-69-01-40 Miscellaneous	289.56
Total Income	<u>300.96</u>

FINANCIAL STATEMENT VERIFIED
(Under Requirements of C. 7, S 19 (GL))

Date December 5, 1962

By Joseph T. O'Shea
For the Comptroller

Approved for Publishing

Joseph O'Shea
Comptroller

